

## Instructions for Accessing Bidding Opportunities in BASEC <sup>TM</sup>

If your company is already registered in SiCommNet BASEC <sup>TM</sup> you can access Idaho bidding opportunities. Follow these steps to view, respond to or download bids, quotes, or proposals:

- a. Go to: <http://www.sicomm.net>
- b. Click on “Member Login”
- c. Entering your User ID and password, click on the “Agency Opportunities” Folder Tab at the top of the page.
- d. A sub-menu will appear under the tab. Click on any of the following choices; Request for Quotation, Request for Bid, Request for Proposal, or Request for Information.
- e. The solicitations are filtered and only those that are in your selected commodity codes are displayed. To see all opportunities listed (those not in your selected commodity) click on the “Show All Solicitations” button in the center of the screen.
- f. Solicitations can either be just viewed or viewed and responded to. To see all the information available, click on “Respond” radial button. NOTE: Some Request for Proposals cannot be responded to on-line and do not have a “respond” button. For these, click on the “View” button.
- g. The full solicitation will be displayed. Scroll down to see information about terms and conditions, special instructions, etc. Look for any attachments that need to be opened and viewed or downloaded. Attachments can be found as linked files in the header area or near the item description. Click on the radial button or underlined file name to open the attachment.
- h. To respond on-line, scroll down to the bottom where a price can be entered. There is also a comment field for you to add additional information about your response.
- i. Click on the “Submit Response” button. You will receive an on-line confirmation that your response has been received and a summary of your response. You will also get an e-mail confirmation.
- j. You may change your response by simply entering a new one. The system will override the first response and only save the second one.